

## FAA HUMAN RESOURCES POLICY MANUAL – REFERENCE MATERIAL (CORE COMPENSATION)

### APPROVAL LEVELS FOR CORE COMPENSATION ACTIONS

Organization	Approval Levels		
	<ul style="list-style-type: none"> <li>Establishing positions in L or M Band</li> <li>Establishment of 2186 positions</li> <li>Establishment of Expert Level positions</li> <li>Reassignment Increase</li> <li>In-Position Increase</li> <li>Payment of Retention Allowance</li> <li>Promotional Increases (may be redelegated – see separate charts)</li> <li>Payment of Reassignment Bonus (may be redelegated – see separate charts)</li> </ul>	<ul style="list-style-type: none"> <li>Change series of position to series in “Higher” pay band</li> <li>Establishment of positions in highest career level in Professional/Technical/Engineering/Specialized</li> </ul>	<ul style="list-style-type: none"> <li>Other personnel actions</li> </ul>
ABA	ABA-1 (ABA-2 or 10 may approve “for” ABA-1)	ABA-1 (ABA-2 or 10 may approve “for” ABA-1)	ABA-1 (ABA-2 or 10 may approve “for” ABA-1)
ACR	ACR-1 or 2	ACR-1 or 2	ACR-1 or 2
ACS	ACS-1 or 2	ACS-1 or 2 for all selections for nonsupervisory J band or higher; ACS-1 or 2 for establishing manager 2 or 3 positions; Office directors for establishing nonsupervisory J or K band	ACS-1 or 2 for all other headquarters positions; Office directors for establishing nonsupervisory J band or higher, for Manager 1, and for selections to pay band I or below
AGC	AGC-2	AGC-2	AGC-2
AGI	AGI-1	AGI-1	AGI-1
AHR	AHR-1 (includes promotional increases greater than 9%)	AHR-1	Program Directors and HRMOs (includes promotional increases of 9% or less)
AIO	AIO-1 or 2	AIO-1 or 2	AIO-1 or 2 for all actions involving pay increase; Division/staff managers, AIS-1 if no pay increase
AOA/ADA	AOA-1 or ADA-1	AOA-1 or ADA-1	Staff managers or AOA-10
AOZ	AOZ-1 or 2	AOZ-1 or 2	AOZ-1 or 2
APA	APA-1	APA-1	APA-1
API	API-1-2	API-1-2	API-1 (API-10 may sign for API-1/2)

ARA	See separate chart		
ARC	See separate chart		
ARP	See separate chart		
AST	AST-1	AST-1	AST-1
ASY	ASY-1	ASY-1	ASY-1
ATS	See separate chart		
AVR	See separate chart		

## FAA HUMAN RESOURCES POLICY MANUAL – REFERENCE MATERIAL (CORE COMPENSATION)

ARA APPROVAL LEVELS and DELEGATIONS		Approval Levels Required					Review
Pay Action	Circumstance	Manager	2nd Line Mgr.	Director	ARAMT	ARA-1	HR
<b>New Hire Salary Decision Tool</b>	Offers in lowest 2/3 of Pay Band	X	X				X
	Offers in upper 1/3 of Pay Band	X	X	X			X
	Offers at Level 5 or Mgr 3, base pay at or below band midpoint	X	X	X			X
	Offers at Level 5 or Mgr 3, base pay above band midpoint; and all offers in the L pay band	X	X	X	X		X
	Salary Offers at or above \$100,000 including locality pay	X	X	X		X	X
<b>Promotion Candidate Decision Tool</b>	Promotion increase	X	X				X
	Promotions to Level 5 or Mgr 3 (new salary is at or below the midpoint of the pay band)	X	X	X			X
	Promotions to Level 5 or Mgr 3 (new salary is above the midpoint of the pay band)	X	X	X	X		X
	Temporary promotions to Level 5 or Mgr 3	X	X	X			X
	All promotions to Level 5 or Mgr 3 in Pay Band L	X	X	X	X		X
	Salary Offers at or above \$100,000 including locality pay	X	X	X		X	X
<b>Reassignment Bonus Decision Tool</b>	Reassignment Without A Bonus	X					X
	Reassignment Bonus of 3 to 7%	X	X	X*			X
	Reassignment from outside ARA to to Level 3 or Mgr 3 if new salary is: a) above the midpoint of the pay band; or b) at any point in Pay Band L	X	X	X	X		X
	If total salary is at or above \$100,000 including locality pay	X	X	X		X	X
<b>Demotion Decision Tool</b>	No pay change (pay retention is provided)	X	X				X
	Reductions in base pay	X	X	X*			X

<b>Job Documentation</b>	Documenting a new or filling an existing position	X	X	X			X
	Establishing an L band position	X	X	X	X		X
<b>Assignment to Expert Category</b>	Promoting or hiring employees to the expert category	X	X	X		X	X
<b>Reassigning employees to the 2186 Series</b>	Reassigning employees after 4/23/00 to the 2186 Series	X	X	X		X	X
<b>Position Reclassification to Higher Job Category</b>	Reclassifying an existing position (encumbered or non-encumbered) to a job category with higher pay potential	X	X	X			X

Approving managers must assure adequate funds are available for new pay actions.

\* Directors may delegate the approval for reassignment bonus and/or demotions with pay reduction, to the 2<sup>nd</sup> Line manager.

## FAA HUMAN RESOURCES POLICY MANUAL – REFERENCE MATERIAL (CORE COMPENSATION)

### ARC APPROVAL LEVELS and DELEGATIONS

		Approval Level(s) Required					HR Review (Servicing HR Unless Otherwise Noted)
Pay Action	Circumstance	1 <sup>st</sup> Level Mgr. *	2 <sup>nd</sup> Level Mgr	Division/ Program Dir.	RA or Center Dir	ARC-1	
<b>New Hire Salary Decision</b>	Offers in lowest 1/3 of Pay Band (excluding locality pay)	X					X
	Offers from lowest 1/3 thru 2/3 of Pay Band (excluding locality pay)	X	X	X			X
	Offers in the upper 1/3 of Pay Band (excluding locality pay)	X	X	X	X		X
	Offers in Pay Band L or M	X	X	X	X	X	X(HQ) #
<b>Competitive &amp; Non-Competitive Promotion Decision</b>	Competitive & non-competitive promotions except as noted below	X					X
	Competitive & non-competitive promotions to Pay Band J or K for the following job categories: Professional, Technical, Engineering, or Specialized	X	X	X			
	Competitive or non-competitive promotions to Pay Band L or M	X	X	X	X	X	X(HQ)#
<b>Reassignment Bonus Decision</b>	Reassignment without a bonus	X					X
	Reassignment bonus of 3 to 7%	X	X	X	X	X	X
<b>Job Documentation (Classification)</b>	Classifying positions except as noted below	X	X				X
	Classifying positions above recognized full performance level of position/series in the organization	X	X	X♦	X	X	X
	Classifying positions at Pay Band J or K	X	X	X	X	X	X
	Classifying positions at Pay Band L or M	X	X	X	X	X	X(HQ) #
<b>Assignment to Expert Category</b>	Promoting employees to the expert category	X	X	X	X	X	X(HQ) #
<b>Reassigning employees to the 2186 Series</b>	Reassigning employees to the 2186 Series	X	X	X	X	X	X(HQ) #

<b>Voluntary Demotion</b>	Setting pay for employees who voluntarily demote to a Core position in a lower pay band, either in the same or a different job category	X					X
<b>Reclassification to Series in Higher Job Category</b>	Reclassifying an existing position (incumbered or non-incumbered) to a job category with higher pay potential	X	X	X♦	X	X	X(HQ)#

- \* 1<sup>st</sup> level manager must ensure ALL hiring and promotion decisions are first coordinated with their budget office. Certification of availability of funds will be required before effecting ANY personnel action.
- # HQ HR office must evaluate these decisions for agency consistency. If HR and the Division/Program Director cannot come to agreement, ARC will brief the Agency Compensation Committee for final determination.
- ♦ To better ensure ARC consistency at a region/center, Division/Program Directors should coordinate such reclassification actions with other LOCAL organization(s) who have like positions (e.g., secretaries). This coordination is to assess the possible financial and non-financial impact on other organizations that such reclassifications may have on other organizations, e.g., the other ARC organizational employees pressuring for similar reclassifications.

## FAA HUMAN RESOURCES POLICY MANUAL – REFERENCE MATERIAL (CORE COMPENSATION)

ARP APPROVAL LEVELS and DELEGATIONS		Approval Level(s) Required				
Pay Action	Circumstance	1 <sup>st</sup> Level Mgr. *	2 <sup>nd</sup> Level Mgr (includes Regional Division Managers or Directors in HQ)		ARP-1	HR Review (Servicing HR Unless Otherwise Noted)
<b>New Hire Salary Decision</b>	Offers in lowest 1/3 of Pay Band (excluding locality pay)	X				X
	Offers from lowest 1/3 thru 2/3 of Pay Band (excluding locality pay)	X	X			X
	Offers in the upper 1/3 of Pay Band (excluding locality pay)	X	X		X	X
	Offers in Pay Band J or K (FV 15 or Mgr 2/3)	X	X			X
	Offers in Pay Band L or M (i.e., Mgr 3 LVL)	X	X		X	X(HQ) #
	Salary offers at or above \$100,000 (including locality pay)	X	X		X	X
<b>Competitive &amp; Non-Competitive Promotion Decision</b>	Competitive & non-competitive promotions except as noted below	X	X			X
	Competitive & non-competitive promotions to Pay Band J or K for the following job categories: Professional, Technical, Engineering, or Specialized (Level 5)	X	X			X
	Competitive or non-competitive promotions to Pay Band L or M	X	X		X	X(HQ) #
<b>Reassignment Bonus Decision</b>	Reassignment without a bonus	X	X			X
	Reassignment bonus of 3 to 7% (i.e., movement to position in same pay band and the position is critical and hard to fill)	X	X		X	X
<b>Job Documentation (Classification)</b>	Classifying positions except as noted below	X	X			X
	Classifying positions above recognized full performance level of position/series in the organization	X	X		X	X
	Classifying positions at Pay Band J or K	X	X			X
	Classifying positions at Pay Band L or M	X	X		X	X(HQ) #

<b>Assignment to Expert Category</b>	Promoting employees to the expert category (i.e., pay band above the highest level in category)	X	X		X		X(HQ) #
<b>Reassigning employees to the 2186 Series</b>	Reassigning employees to the 2186 Series	X	X		X		X(HQ) #
<b>Reclassification to Series in Higher Job Category</b>	Reclassifying an existing position (incumbered or non-incumbered) to a job category with higher pay potential	X	◆ X		X		X(HQ)#

- \* 1<sup>st</sup> level manager must ensure ALL hiring and promotion decisions are first coordinated with ARP-10. Certification of availability of funds will be required before effecting ANY personnel action.
- # HQ HR office must evaluate these decisions for agency consistency. If questions arise, it is addressed to Compensation Committee for final determination.
- ◆ To assure ARP consistency, coordination on reclassification actions will be throughout the agency for any impact on other organization(s).



## FAA HUMAN RESOURCES POLICY MANUAL – REFERENCE MATERIAL (CORE COMPENSATION)

ATS APPROVAL LEVELS and DELEGATIONS		Approval Level(s) Required					
Pay Action	Circumstance	1 <sup>st</sup> Level Mgr. *	2nd Level Mgr	Division/ Program Dir.	Service Director	ATS-1	HR Review
<b>New Hire-</b> This chart is to be used to set pay whenever an individual is either hired or rehired into the FAA. A new hire may come from the private sector or another government agency. A rehire is an individual who was previously, but is not currently, an FAA employee.	Offers in lowest 1/3 of Pay Band (excluding locality pay)	X	X				X
	Offers from lowest 1/3 through 2/3 of Pay Band (excluding locality pay)	X	X	x			X
	Offers in the upper 1/3 of Pay Band (excluding locality pay)	X	X	X	X		X
	Offers at Level 5 or Manager 3	X	X	X	X		X
	Offers in Pay Band L or M	X	X	X	X	X	X
	Salary offers at or above \$100,000 (including locality pay)	X	X	X	X	X	X
<b>Promotion-</b> This chart is to be used whenever you make a decision to promote an employee or select among candidates for a promotional opportunity. A promotion is movement from a position in one pay band to a position in a higher pay band. <b><u>NOTE: If a position has not been classified under core at least once, it must first be reviewed using the job documentatiion process.</u></b>	Any promotion except as identified below	X	X				X
	Competitive or non-competitive promotion to the highest level in the following job categories: Student, Clerical Support, Admin Support, Technical Support, Para-	X	X	X			X
	Competitive & non-competitive promotions to the highest level in the following job categories: Professional, Technical, Engineering, or Specialized	X	X	X	X	X	X
	Any promotion using Expert level criteria	X	X	X	X	X	X
	Competitive or non-competitive promotions to Pay Band L or M	X	X	X	X	X	X
<b>Reassignment Bonus-</b> This chart is to be used whenever an employee moves to another position in the same pay band. <b><u>NOTE: The reassignment bonus criteria must be applied and documented. A written justification must be included with any recommended reassignment bonus request.</u></b>	Reassignment without a bonus	X					X

	Reassignment bonus of 3 to 7%	X	X	X	X	X	X
--	-------------------------------	---	---	---	---	---	---

## FAA HUMAN RESOURCES POLICY MANUAL – REFERENCE MATERIAL (CORE COMPENSATION)

ATS APPROVAL LEVELS and DELEGATIONS (continued)		Approval Level(s) Required					
Pay Action	Circumstance	1 <sup>st</sup> Level Mgr. *	2 <sup>nd</sup> Level Mgr	Division/ Program Dir.	Service Director	ATS-1	HR Review
<b>Job Documentation (Classification)</b> - This chart is to be used whenever any vacant position is filled that has not been classified at least once under the Core Compensation Plan, or whenever a position changes career levels or undergoes a series change.	Classifying positions except as noted below	X	X				X
	Classifying positions to the highest level in the Student, Clerical Support, Admin Support, Technical Support, and Para-Professional Categories (including managers).	X	X	X			X
	Re-classifying positions that are already at the highest level in the Professional, Technical, Engineering, and Specialized Categories (including managers).	X	X	X			X
	Create new positions at the highest level in the Professional, Technical, Engineering, and Specialized Categories (including managers).	X	X	X	X	X	X
	Classify new positions into the Aviation System Series, FV-2186	X	X	X	X	X	X
	Classifying positions using the Expert level	X	X	X	X	X	X
	Classifying positions at Pay Band L or M	X	X	X	X	X	X
	Reclassification to Series in Higher Job Category	X	X	X	X	X	X

\* First level managers must coordinate all hiring and promotion decisions with the budget office to ensure that funding is available before the action is forwarded for approval. Certification of availability of funds must be entered on the Standard Form 52 (SF-52), Request for Personnel Action.

## FAA HUMAN RESOURCES POLICY MANUAL – REFERENCE MATERIAL (CORE COMPENSATION)

AVR APPROVAL LEVELS and DELEGATIONS		Approval Levels Required						Review
Pay Action	Circumstance	2nd Line Mgr. *	Directorate/ Division	Service/ Office Director	Budget Officer *	AVR-10☆	AVR-1	HR
<b>New Hire Salary Decision Tool (Except for L and M Bands)</b>	Offers in First 1/2 of Pay Band	X			X			X(Regional)
	Offers in 1/2 to 3/4 of Pay Band	X	X		X			X(Regional)
	Offers at Level 5 In the J Band	X	X		X			X(Regional)
	Offers at Level 5, Pilot Level 4 or Manager 3 In the K Band	X	X	X◇	X			X(HQ) #◇
	Salary Offers in the top 1/4 of Pay Band	X	X	X	X		X	X(HQ)
<b>Promotion Candidate Decision Tool (Except for L and M Bands)</b>	Promotion	X			X			X(Regional)
	Promotions to Level 5 in the J Band	X	X		X			X(Regional)
	Promotions to Level 5, Pilot Level 4 or Manager 3 In the K Band	X	X	X◇	X			X(HQ) # ◇
	Salary Offers in the top 1/4 of Pay Band	X	X	X	X		X	X(HQ)
<b>Reassignment Bonus Decision Tool</b>	Reassignment Without A Bonus	X						X(Regional)
	Reassignment Bonus of 3 to 7%	X	X	X	X	X	X	X(HQ)
	Reassignment from outside AVR to Engineering, Specialized or Technical Level 5 or Pilot Level 4	X	X	X	X	X		X(HQ) #
	Reassignment from outside AVR to Technical, Engineering or Specialized Level 3 Manager Position (L-Band)		X	X	X	X	X	X(HQ) #
	Reassignment from outside AVR to Professional or Specialized Level 3 Manager Position (K-Band)	X	X	X◇	X	X		X(HQ) ◇
<b>Promotion Candidate/New Hire Decision Tool for Pay Bands L and M</b>	Promotion/New Hires to Manager 3 – Pay Band L for Non-Physicians		X	X	X		X	X(HQ) #
	Promotion/New Hire to Pay Band L for Physicians			X◇	X			X(HQ)
	Promotion/New Hire to Pay Band M for Physicians			X	X		X◇	X(HQ) #

<b>Assignment to Expert Category</b>	Promoting employees to the expert category	X	X	X	X		X	X(HQ) #
<b>Reassigning employees to the 2186 Series</b>	Reassigning employees to the 2186 Series	X	X	X	X		X	X(HQ) #
<b>Series changes</b>	Changing a position to a category with higher pay potential.	X	X	X♦				X(HQ)

- \* 2<sup>nd</sup> Line manager must assure adequate funds are available for new hire salary - The accountable budget officer in charge of the Directorate/Division/Executive Staff's funding must approve the funds.
  - ◇ Authority may be delegated to the next lower level of management for approval - if delegated below Service/Office level - HR review will be done at regional level.
  - # HQ HR office must evaluate these decisions for Agency consistency. If HR and the Service/Office cannot come to agreement, AVR will brief the Agency Compensation Committee for final determination.
  - ☆ AVR-10 must confirm that AVR is within their 10% reassignment bonus limitation
- To assure AVR consistency, Service/Office Directors will coordinate this with the other Services/Offices